

Chesterfield County Parks and Recreation **FACILITY-USE RULES AND REGULATIONS**

1. **ALCOHOLIC BEVERAGES, ILLEGAL SUBSTANCES AND FIREARMS.** Alcoholic beverages, illegal substances and firearms shall **NOT** be brought or consumed on park properties. Any person believed to be intoxicated, under the influence of illegal substances or bearing firearms shall be excluded from the property.
2. **ATTENDANCE BY A RESPONSIBLE PERSON.** A responsible person shall be at all functions held within park facilities. Such a person shall work cooperatively with park personnel to insure proper care of property and enforcement of park regulations. Applicant accepts responsibility for any damages that might occur during the period of use. The county will not be held responsible for any loss or theft or any injury to persons while using park facilities.
3. **CROWD LIMITATION.** Attendance shall be limited to the maximum number that the given facility is designed to accommodate. The applicant shall be directly responsible to the Fire Prevention Bureau for infractions.
4. **GROUND AND PROPERTY.** County property shall not be moved or removed from premises except by prior permission of the Chief of Parks. The Parks and Recreation Department reserves the right to inspect the premises during any activity.
5. **GROUP RESPONSIBILITIES.** The organization using the facility shall be responsible for the proper conduct of persons in attendance and the care and cleanup of property.
6. **SIGNAGE OR DECORATIONS.** Signage or decorations must be installed so as not to deface or damage any park property. Customer **MUST** remove all signage/decorations before leaving the park. Special equipment, such as tents, mechanical rides, etc. is not permitted without a Special Events Permit.
7. **PARKING.** Parking of vehicles on park grounds shall be confined to approved areas and users shall adhere to all traffic regulations in effect at that park..
8. **PETS.** Pets are **NOT** allowed in buildings. Animals needed to provide assistance to persons with disabilities will be permitted to enter. Pets must be kept on a leash.
9. **TRASH SET-UP/CLEAN-UP.** Customers are expected to keep the building and surrounding areas clean for the next group of people to use.
10. **REFUNDS.** Refunds will be granted until one (1) week before the reservation date and they **MUST** be requested in writing to Parks and Recreation. No refunds will be allowed after this time.
11. **DATE CHANGES.** All requests for date changes **MUST** be put in writing and received in this office at least two (2) weeks prior to the original reservation date. Date changes are limited to availability.

I HAVE READ, FULLY UNDERSTAND, AND AGREE TO ABIDE BY THE ABOVE RULES.

SIGNATURE: _____ DATE: _____